Menasha

City of Menasha • Department of Public Works

March 31, 2015

DNR Northeast Region
ATTN: Storm Water Program
2984 Shawano Ave.
Green Bay, WI 54313

RE: Submission of City of Menasha 2014 MS4 Annual Report

To Whom It May Concern:

Enclosed, please find the City of Menasha's 2014 Annual Report under MS4.

If you have any questions regarding this submission, please call Mark Radtke, Public Works Director at 920.967.3611.

Sincerely,

Mark Radtke

Mark Radtke, P.E.
Director of Public Works

Cc: Corey Gordon, Engineering Aid III
Donald Merkes, Mayor

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3610• Fax (920) 967-5272
www.cityofmenasha-wi.gov

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Annual Report under MS4 General Permit No. WI-S050075-2

Form 3400-195 (R 10/14)

Due by March 31, 2015

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2014.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2015, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information

Name of Municipality			Facility ID No. (FIN)
City of Menasha			31110
Mailing Address	**City**	**State**	**ZIP Code**
140 Main Street	Menasha	WI	54952
County(s) in which Municipality is located	**Municipality Type: (select one)**		
Winnebago, Calumet	○ County ◉ City ○ Village ○ Town ○ Other (specify)		

SECTION II. Municipal Contact Information

Name of Municipal Contact Person		Title	
Mark Radtke		Public Works Director	
Mailing Address (if different from above)	**City**	**State**	**ZIP Code**
		WI	
Email	**Phone Number (include area code)**	**Fax Number (include area code)**	
mradtke@ci.menasha.wi.us	(920) 967-3610	(920) 967-5272	

SECTION III. Certification

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name	Authorized Representative Title	
Donald Merkes	Mayor	
Signature of Authorized Representative	**Date**	
	03/30/2015	
Email	**Phone Number (include area code)**	**Fax Number (include area code)**
dmerkes@ci.menasha.wi.us	(920) 967-3600	(920) 967-5273

SECTION IV. General Information

a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

The City published a notice in the official newspaper inviting commentary on the final draft annual report. The draft annual report is submitted to the Common Council as an official communication. The annual report is also available on the City's website and at City Hall for public review.

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

Elected and municipal officials and staff were provided the annual report. Staff involvement inthe implementation of the storm water permit meet as needed to discuss programs and assure compliance with all requirements. Staff also attends various related seminars.

c. Has the municipality prepared its own municipal-wide storm water management plan? ◉ Yes ○ No

If yes, title and date of storm water management plan:

City of Menasha Storm Water Management Plan (Draft), January 30, 2008, DNR approval pending.

SECTION IV. General Information (continued)

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit? ◉ Yes ◯ No

If yes, describe these cooperative efforts:

The City's agreement with the Town of Menasha was submitted with the 2009 Annual Report. The efforts involved a shared cost agreement relating to a regional storm water management pond.

e. Does the municipality have an internet website? ◉ Yes ◯ No

If yes, provide web address:
www.cityofmenasha-wi.gov

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program? ◉ Yes ◯ No

If yes, provide web address:
www.cityofmenasha-wi.gov

SECTION V. Permit Conditions

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

  Please see attached.

- Public Involvement and Participation

  Please see attached.

- Illicit Discharge Detection and Elimination

  Please see attached.

- Construction Site Pollutant Control

  Please see attached.

- Post-Construction Storm Water Management

  Please see attached.

- Pollution Prevention

  Please see attached.

b. Winter Road Management Activities (Optional reporting for 2014):

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Mark Radtke, Public Works Director, (920) 967-3610

Describe the types of products used for winter road management (e.g. deicing, pre-wetting, salting, etc.).

Salt brine for anti-icing and pre-wetting; Road salt for deicing; road salt/chip mix for deicing under certain conditions.

SECTION V. Permit Conditions (continued)

Describe the type of equipment used to apply the products.

Automated salt spreaders on the back of patrol dump trucks, equipped with on board pre-wetting tanks.

Report the amount of product used per month.

Averages approximately 240 tons per winter season month.

Report the snow disposal locations, if snow is hauled away.

Snow dispopsal site is located at the Public Works Facility located at 455 Baldwin Street in Menasha.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

Anti-icing is done when appropriate, equipment is calibrated annually, and we have experimented with reduced salt rate application, especially on our secondary streets.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

c. Municipal facility(s) (Optional reporting for 2014):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

This will be part of our storm water management plan being updated in 2015.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

This will be part of our storm water management plan being updated in 2015.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

This will be part of our storm water management plan being updated in 2015.

Describe the spill prevention and response procedures in place at the municipal facility(s).

This will be part of our storm water management plan being updated in 2015.

d. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? ◉ Yes ◯ No

If yes, provide the following: Model used WinSLAM Version 9.2.5 Reduction (%) 26.98

If no, include a description of any actions the municipality has undertaken during 2014 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? ◉ Yes ◯ No

If yes, describe:
Staff conducted review and concluded there is no opportunity for retrofitting at this time.

SECTION V. Permit Conditions (continued)

e. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices? ◉ Yes ◯ No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2014. If available, attach any additional information on the maintenance program.

The City's maintenance program includes regular interval cleaning of proprietary filtering devices and maintenance of storm water management ponds and biofilter devices.

f. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

Added new storm sewer in newly developed areas.

SECTION VI. Fiscal Analysis

a. Provide a fiscal analysis that includes the annual expenditures for 2014, and the budget for 2014 and 2015. A table to document fiscal information is provided on page 6.

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

☒ Storm water utility ☐ General fund ☒ Other Permit fees

c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? ◉ Yes ◯ No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

A storm water utility was created with an initial effective of January 1, 2009. The City is in the midst of updating our Storm Water Management Plan in response to the Lower Fox River Basin TMDL.

SECTION VII. Inspections and Enforcement Actions

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? ◉ Yes ◯ No If yes, attach copy or provide web link to ordinance:

Previously submitted.

b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? ◉ Yes ◯ No

If yes, attach copy or provide web link to ordinance: Previously submitted.

c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? ◉ Yes ◯ No If yes, attach copy or provide web link to ordinance:

Previously submitted.

d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? ◯ Yes ◉ No If yes, attach copy or provide web link to ordinance:

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

Residential erosion control permits, inspections, and enforcement activities were carried out by the Building Inspection Department. Commercial erosion control permits, inspections and enforcement activities were carried out by the Engineering Department. Municipal compost facility site inspections were conducted by the Engineering Department. Please see attached for details.

SECTION VIII. Water Quality Concerns

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: http://dnr.wi.gov/topic/surfacewater/orwerw.html) ○ Yes ◉ No If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: http://dnr.wi.gov/water/impairedsearch.aspx?status=303d) ◉ Yes ○ No If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:
  Lake Winnebago, Lower Fox River
- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:
  Please see attached.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2015 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City, through its consultant, will be preparing an updated storm water management plan to address the requirements for the City under the Lower Fox River Basin TMDL. It is expected any identified program changes and activities will be implemented in upcoming years.

SECTION X. Other

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2014	Budget 2014	Budget 2015	Source of Funds
Public Education and Outreach	17,785	20,000	24,700	Storm Water Utility
Public Involvement and Participation	2,225	2,500	3,090	Storm Water Utility
Illicit Discharge Detection and Elimination	24,100	27,100	33,480	Storm Water Utility and permit fees
Construction Site Pollutant Control	39,570	44,500	54,980	Storm Water Utility and permit fees
Post-Construction Storm Water Management	42,680	48,000	59,310	Storm Water Utility and permit fees
Pollution Prevention	802,950	903,000	1,115,740	Storm Water Utility
Storm Water Quality Management (including pollutant-loading analysis)	95,140	107,000	132,210	Storm Water Utility
Storm Sewer System Map	2,670	3,000	3,700	Storm Water Utility
Other:	256,990	289,010	357,100	Storm Water Utility

NORTHERN REGION COUNTIES		
Ashland	Langlade	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522
Florence	Rusk	
Forest	Sawyer	
Iron	Taylor	
	Vilas	
	Washburn	

WEST CENTRAL REGION COUNTIES		
Adams	Marathon	DNR Service Center
Buffalo	Monroe	Attn: Storm Water Program
Chippewa	Pepin	5301 Rib Mountain Rd.
Clark	Pierce	Wausau, WI 54401
Crawford	Portage	Phone: (715) 359-4522
Dunn	St. Croix	
Eau Claire	Trempealeau	
Jackson	Vernon	
Juneau	Wood	
La Crosse		

NORTHEAST REGION COUNTIES		
Brown	Marquette	DNR Northeast Region
Calumet	Menominee	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.
Fond du Lac	Outagamie	Green Bay, WI 54313
Green Lake	Shawano	Phone: (920) 662-5100
Kewaunee	Waupaca	
Manitowoc	Waushara	
Marinette	Winnebago	

SOUTH CENTRAL REGION COUNTIES		
Columbia	Jefferson	DNR South Central Region
Dane	LaFayette	Attn: Storm Water Program
Dodge	Richland	3911 Fish Hatchery Rd.
Grant	Rock	Fitchburg, WI 53711
Green	Sauk	Phone: (608) 275-3266
Iowa		

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100

City of Menasha, WI - Citywide Storm Water Management Program

January 01, 2014 To December 31, 2014

This program consists of the following 9 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Pollutant Control
5. Post-Construction Storm Water Management
6. Pollution Prevention
7. Storm Water Quality Management
8. Storm Sewer System Map
9. Annual Report and Storm Water Management Program Funding

1 Public Education and Outreach

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts.

The program shall establish measurable goals and, at a minimum, include the following elements:

1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
2. Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.
3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
6. Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.
7. Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.
8. Promote environmentally sensitive land development designs by developers and designers.

Best Management Practices

1.1 Promote Illicit Discharge Detection

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Justification

Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them.

Goals

1.1.1 Create and distribute IDDE Response brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Create IDDE Response brochure and link to it on the city website. Make copies available at the city garage, library, police department, health department and city hall.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Distributed Educational Materials to Restaurants (2014)

Description

Community Development distributed NEWSC educational materials to restaurants located in the City of Menasha to discourage illicit discharge from these establishments (attached). There were 175 letters mailed.

File Attachment *Dumpster Management Poster 11x17.pdf*

File Attachment *Parking Lot.pdf*

File Attachment *Restaurant Management.pdf*

1.1.2 Publish IDDE Response Advisory in city newsletter and/or website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Prepare and publish information annually in city newsletter and/or city website advising people on how to respond to apparent spills or illicit discharges.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Newsletter Articles and Website Info (2014)

Description

Published information on the City's website instructing people in how to respond to illegal dumping.

File Attachment	*Fall Fertilizing.docx*
File Attachment	*Leave your Leaves on Land.docx*
File Attachment	*Public Works_Stormwater Programs And Information Resident Action.htm*
File Attachment	*Public Works_Stormwater Programs And Information.htm*

1.2 Public Pollution Prevention Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

Justification

Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions.

Goals

1.2.1 Create and distribute pet waste brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Create and distribute a pet waste brochure containing information for pet owners on pet waste hazards and environmental consequences. Brochure to be distributed annually with pet licenses.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Pet Waste Flyer (2014)

Description

Flyers completed and copies were given to the Finance Department to be distributed with dog license. Flyer was also made available on the City's website. Flyers were also distributed to the city library and health department.

File Attachment *Pet Waste.pdf*

1.2.2 Publish Public Pollution Prevention educational article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish an article in the city newsletter and/or city website relating to one or more aspects of pollution prevention.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Website article 2014

Description

Website was maintained and articles pertaining to pollution prevention were available via City website.

1.2.3 Participate in Annual Urban Clean Sweep Program

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Promote community participation in the annual urban Clean Sweep program sponsored by Outagamie, Winnebago and Calumet Counties by advertising the event on the city website and/or the city newsletter. Participate in the event by sending at least one staff member to staff the event.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name
12/31/2014	Clean Sweep 2014

Description

Promoted Clean Sweep 2014 in Spring Public Works newsletter. The City also hosted the program at the Public Works Facility in 2014.

File Attachment *2014 Clean Sweep Article.pdf*

1.2.4 Storm Drain Marking Program

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Identify storm drains in the City of Menasha that are not currently marked with educational sayings. City staff will mark some of the storm drains each summer. Information for other groups to get involved will be on the city's website.

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013 2014

Activity Date	Name
06/09/2014	Storm Drain Stenciling (2014)

Description

Discussed stenciling program with Heckrodt Nature Reserve staff. Heckrodt has storm drain stenciling supplies that they loan out to volunteer groups. Their information is posted on the City's website.

File Attachment *Public Works Stormwater Programs And Information Storm Drain Stenciling.htm*

1.2.5 Distribute educational flyers to City buildings

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, staff will distribute a variety of NEWSC flyers to city buildings. Flyers will be targeted to fit the building's purpose (i.e. information on hazardous waste flyer at the city garage).This helps educate city departments on internal operations as well as educates people on good storm water management and pollution prevention.

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013 2014

Activity Date	Name
06/09/2014	Flyer Locations (2014)

Description

Flyers were brought to the City Garage, Library, Police Department, Pool, Heckrodt Nature Reserve, Health Department and City Hall.

File Attachment	*Car.pdf*
File Attachment	*Carpet Cleaning.pdf*
File Attachment	*Household Hazardous Waste.pdf*
File Attachment	*Ice and Snow Control.pdf*
File Attachment	*Kids Can Help Too!.pdf*
File Attachment	*Leaf Collection.pdf*
File Attachment	*Pet Waste.pdf*
File Attachment	*Pool & Spa Discharge.pdf*
File Attachment	*Power Washing at home.pdf*
File Attachment	*Rain Barrel.pdf*
File Attachment	*The Pefect Landscape.pdf*
File Attachment	*The Perfect Lawn.pdf*

1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Goals

1.3.1 Publish articles in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish leaf management and lawn care article(s) in the city's newsletter (which is distributed to every household in Menasha) and the city's website.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Newsletter Articles (2014)

Description

Published two short articles in the city-wide newsletter.

File Attachment *2014 News Letter Articles.pdf*

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create a leaf managment and lawn care brochure to be distributed at the city garage, library, and city hall. This should be done at least annually in the summer/fall seasons.

Planned: 2010 2011 2012 2014

Complete: 2010 2011 2014

Activity Date	Name
06/09/2014	Leaf and Lawn Brochures (2014)

Description

Distributed NEWSC "Renew our Waters" leaf and lawn care brochures to municipal buildings & on the City's webpage.

File Attachment *The Pefect Landscape.pdf*

File Attachment *The Perfect Lawn.pdf*

File Attachment *Leaf Collection.pdf*

1.3.3 Participate in NEWSC Phosphorus Education Campaign

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The city will participate in the NEWSC Phosphorus Education Campaign to promote residential yard care bahaviors to reduce the phosphorus in our area waters. The campaign included multiple media venues, including telvision, radio, billboards, and even displays.

Planned: 2008 2009 2010

Complete: 2008 2009 2010

Activity Date	Name	Description
None		

1.4 Streambank and Shoreline Management

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

Goals

1.4.1 Promote the Winnebago County Shoreline Expo

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Promote the Winnebago County Shoreline Expo by publishing the press release and message on the city website's main page and/or the city newsletter.

Planned: 2008 2009

Complete: 2008

Activity Date	Name	Description
None		

1.4.2 Distribute educational materials to riparian properties

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Identify riparian properties in the City of Menasha and conduct an educational mailing campaign relating to shoreline best practices.

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2013 2014

Activity Date	Name
06/09/2014	Educational Mailings Sent to Property Owners (2014)

Description

Educational materials were mailed to all property owners who own waterfront properties. People who rent their property were asked to share the information with the tenants. There were 183 letters mailed.

File Attachment *Rain Barrel.pdf*

File Attachment *Restore Your Shore.pub*

File Attachment *The Perfect Lawn.pdf*

1.5 Residential Property Infiltration

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Goals

1.5.1 Create and distribute Residential Property Infiltration informational brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Using information from NEWSC and UW-Extension, create an informational brochure which contains basic information on residential property infiltration and directing residents to resources. Make copies available at city hall, the library, Heckrodt Wetland Reserve, the senior center and the city garage.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Rain Garden and Rain Barrel Information (2014)

Description

Staff distributed educational flyers at the city's library, Heckrodt Wetland Reserve and City Hall. Additional information was posted on the City's website.

File Attachment *Rain Barrel.pdf*

File Attachment *The Pefect Landscape.pdf*

File Attachment *Public Works_Stormwater Programs And Information Resident Action.htm*

1.5.2 Publish article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish residential property infiltration article(s) in the city's newsletter (which is distributed to every household in Menasha) and/or the city's website.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Website Article (2014)

Description

Information was published on the City's website about rain barrels and rain gardens.

File Attachment *Rain Barrel.pdf*

File Attachment *Rain Garden.pdf*

File Attachment *Public Works Stormwater Programs And Information Resident Action.htm*

1.5.3 Promote rain gardens and rain barrels at community events

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, offer displays and educational information regarding residential property infiltration techniques such as rain gardens and rain barrels at community and/or regional events.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.5.4 Develop and implement rain barrel program in coordination with NEWSC

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Planned: 2011 2012

Complete: 2011 2012

Activity Date	Name	Description
None		

1.6 Construction Site Erosion Control Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

Goals

1.6.1 Hold educational meetings with contractors

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Upon application for a building permit, staff will meet with contractors to discuss site erosion control issues and review the proposed construction site erosion control plan.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

1.6.2 Create and distribute a Construction Site Erosion Control brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create and distribute a brochure explaining construction site erosion control issues and providing instruction on implementing control measures. Brochures to be made available at the Building Inspection counter and distributed with all building permits.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Erosion Control Mailing (2014)

Description

An educational packet about erosion control and concrete washout was mailed to concrete suppliers (18 letters) and finishers (20).

File Attachment *Concrete Washout.pdf*

File Attachment *Erosion Control for Home Builders.pdf*

File Attachment *Cover Letter.docx*

1.6.3 Publish articles in city newsletter and/or website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Publish information about the city's construction site erosion control requirements along with educational information.

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	**Name**
06/09/2014	2014 Website Article

Description

Information was updated and added to "Construction Information" website.

File Attachment *Public Works Stormwater Programs And Information Construction Information.htm*

1.7 Non-Residential Property Pollution Prevention

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.

Goals

1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create and distribute a Property Pollution Prevention educational brochure for commercial and industrial properties. Brochure to be mailed on an annual basis to all affected properties.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Mailing to Concrete Professionals (2014)

Description

An educational packet about erosion control and concrete washout was mailed to concrete suppliers (18 letters) and finishers (20 letters).

File Attachment *Cover Letter.docx*
File Attachment *Concrete Washout.pdf*
File Attachment *Erosion Control for Home Builders.pdf*

06/09/2014 Mailing to Restaurants (2014)

Description

Staff sent out educational materials to restaurants located in the City of Menasha (75 businesses).

File Attachment *Cover Letter.docx*
File Attachment *Dumpster Management Poster 11x17.pdf*
File Attachment *Parking Lot.pdf*
File Attachment *Restaurant Management.pdf*

06/09/2014 Mailing to Landscape Businesses (2014)

Description

Staff sent out educational lawn care materials to businesses who have clients who live in the city. 45 companies were sent letters.

File Attachment *Cover Letter.docx*
File Attachment *The Pefect Landscape.pdf*
File Attachment *The Perfect Lawn.pdf*

06/09/2014 Mailing to Pool Specialists (2014)

Description

Staff sent educational materials to pool professionals (7 companies) regarding pool and spa discharge.

File Attachment *Cover Letter.docx*

File Attachment *Pool & Spa Discharge.pdf*

06/09/2014 Mailing to Carpet Cleaners (2014)

Description

Staff sent an educational brochure to professional carpet cleaners (24 companies) who have clients that live in the city.

File Attachment *Cover Letter.docx*

File Attachment *Professional Carpet Cleaning.pdf*

1.7.2 Develop Rain Garden Demonstration Projects

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Develop rain garden demonstration projects at commercial and/or public properties in the City of Menasha.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.7.3 Offer Storm Water Utility Charge Credits for On Site Storm Water Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Offer Storm Water Utility Charge Credits for On Site Storm Water Management

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.8 Promote Environmentally Sensitive Land Development

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmentally sensitive land development principals

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Engage the Sustainability Board and/or Plan Commission to identify and evaluate environmentally sensitive land development principles suitable for the City of Menasha. Adoption, implementation, and promotion of policies to be ongoing.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
06/09/2014	Review Zoning Restrictions Pertaining to Stormwater Easements

Description

Plan Commission reviewed the current zoning restrictions for setbacks from Drainage easements. They are working towards amending the ordinance to better reflect the need to protect the easements while not encumbering nearby property uses that do not negatively affect drainage. Additionally, pursue legislation to encourage the utilization of bio-retention devices within the community.

2 Public Involvement and Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

To satisfy this minimum control measure, the permittee shall implement a program to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities. This program shall include measurable goals for public involvement and participation and comply with applicable state and local public notice requirements.

Best Management Practices

2.1 Public Notification

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Notify the public of activities required by the MS4 Permit on an annual basis.

Goals

2.1.1 Annually report to community on MS4 Permit activities

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Prior to submission, a draft of the MS4 Permit Annual Report shall be placed on the Common Council for public review, be placed on the city website, and be made available at the Department of Public Works. The final submission shall be posted on the city website and be made available at the Department of Public Works.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/31/2014	2013 Annual Report to the Community

Description

A draft of the 2012 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

05/01/2014	2014 Annual Report to the Community

Description

A draft of the 2013 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

2.1.2 Publish requirements of MS4 Permit on city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The city shall publish the purpose, requirements, and activities of the MS4 Permit on the city's website throughout the year.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
05/01/2014	2014 MS4 Permit Activities Published on City Website

Description

2.2 Public Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Encourage input and participation from the public regarding the activities of the MS4 Permit.

Goals

2.2.1 Publish Class One (1) notice requesting public input

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

In conjunction with annual reporting to the community, the Common Council shall schedule request public comment and input on the activities of the MS4 Permit. The request will be published in the official newspaper of the City of Menasha as a Class One (1) notice as provided in Chapter 985 of the Wisconsin Statutes.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/31/2014	2013 Annual Report Notice (2014)

Description

Class 1 Notice published in the Appleton Post Crescent.

File Attachment *2013Annual Report Notice.doc*

2.2.2 Publish requests for public input on city's website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Publish a request for comment, input, and questions regarding the activities of the MS4 Permit on the city's website throughout the year and provide staff contact information.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/31/2014	2013 Annual Report and Website Notice (2014)

Description

Published website notice inviting public input on the 2012 annual report and MS4 activities.

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3 Illicit Discharge Detection and Elimination

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4.

The program shall include measurable goals and include all of the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4.
2. Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented.
3. On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.
4. Procedures for responding to known or suspected illicit discharges.
5. The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.
6. In the case of an illicit discharge that originates from the permittee?s permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.
7. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Best Management Practices

3.1 IDDE Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism shall:

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.

2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.

3. Establish inspection and enforcement authority.

Annual Reporting Items

Ordinance development and adoption; implementation.

Goals

3.1.1 IDDE Ordinance review and updates

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The City of Menasha Illicit Discharge and Connection Ordinance was adopted by the Council on August 17, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 8 of the City of Menasha Municipal Code. This can be found on the City's website: http://www.cityofmenasha-wi.gov/
The ordinance will be reviewed at least once every five years and updated as needed.

Planned: 2009 2012 2014

Complete: 2009 2012 2014

Activity Date	Name	Description
None		

3.1.2 Enforcement of IDDE Ordinance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
A procedure will be established for tracking complaints and response activities as part of the enforcement component of the ordinance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.2 Initial Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented and include:

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.

2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

(1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.

(2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.

Goals

3.2.1 Identification of major outfalls

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Identify and locate all of the major outfalls in the City.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Outfall List (2014)

Description

List of the Outfalls inspected during 2014.

File Attachment *Outfalls to Monitor.doc*

3.2.2 Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Visit each major outfall during a dry weather period and conduct observation and analysis, if necessary, per Section 2.3.2 of our WPDES Permit. Complete written documentation of the field screening.
The initial field screening of major outfalls is anticipated to be completed in summer of 2010.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.3 On-going Dry Weather Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

Goals

3.3.1 Develop on-going field screening program

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Identify parameters for on-going field screening program, including the outfalls that will be evaluated and the field screening frequency. Consideration shall be given to hydrologic conditions, total drainage area of the site, population density of the site, traffic density, age of the buildings in the area, history of the area and land use types.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.3.2 Outfall AY

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of outfall on annual basis.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Inspection (2014)

Description

The 2014 inspection of outfall "AY".

File Attachment *inspection.pdf*

3.3.3 Outfall BX

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

Inspection of outfall BX. Sample taken out of ditch off Racine St.

File Attachment *inspection.pdf*

3.3.4 Outfall X

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "X". Sample taken at X-4.5

File Attachment *inspection.pdf*

3.3.5 Outfall T and U

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name

10/31/2014 Inspection 2014

Description

The inspection of out fall "T" and "U". These outfalls are jointed together at MH U1 and inspected at this point.

File Attachment *inspection.pdf*

3.3.6 Outfall U

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

STARTING IN 2014 OUTFALL WAS INSPECTED WITH OUTFALL "T".

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.3.7 Outfall R

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "R".

File Attachment *inspection.pdf*

3.3.8 Outfall BV

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "BV".

File Attachment *inspection.pdf*

3.3.9 Outfall D

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "D"

File Attachment *inspection.pdf*

3.3.10 Outfall A

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "A".

File Attachment *inspection.pdf*

3.3.11 Outfall Y

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "Y".

File Attachment *inspection.pdf*

3.3.12 Outfall AP & AQ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfalls "AP & "AQ".

File Attachment *inspection.pdf*

3.3.14 Outfall BU

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name

10/31/2014 Inspection 2014

Description

The inspection of outfall "BU"

File Attachment *inspection.pdf*

3.3.15 Outfall BI

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "BI"

File Attachment *inspection.pdf*

3.3.16 Outfall DI

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

Inspection of outfall "DI".

File Attachment *inspection.pdf*

3.3.17 Outfall DS & DT

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	**Name**
10/31/2014	Inspection 2014

Description

Inspection of outfalls "DS" & "DT".

File Attachment *inspection.pdf*

3.3.19 Outfall DU & DV

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	**Name**
10/31/2014	Inspection 2014

Description

Inspection of outfalls "DU" & "DV".

File Attachment *inspection.pdf*

3.3.21 Outfall H

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	**Name**
10/31/2014	Inspection 2014

Description

The inspection of outfall "H".

File Attachment *inspection.pdf*

3.3.22 Outfall AZ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "AZ".

File Attachment *inspection.pdf*

3.3.22 Outfall DZ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall Inspection

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "DZ".

File Attachment *inspection.pdf*

3.3.23 Outfall N

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name

10/31/2014 Inspection 2014

Description

The inspection of outfall "N".

File Attachment *inspection.pdf*

3.3.24 Outfall BP

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "BP".

File Attachment *inspection.pdf*

3.4 Illicit Discharge Response

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.

2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.

3. Preventing and containing spills that may discharge into or are already within the MS4.

4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.

5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.

6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Annual Reporting Items

A copy of the spill and illicit discharge response procedure manual is on file at City Hall.

Goals

3.4.1 Illicit Discharge Response Procedure Manual

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The City of Menasha Spill and Illicit Discharge Response Procedural Manual was developed using the template manual created by NEWSC. It will be reviewed annually and updated as necessary.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Review Manual (2014)

Description

Review the illicit discharge response manual.

File Attachment *Spill and Illicit Discharge Response Procedure Manual.doc*

3.5 Illicit Discharge Removal Action

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.

Goals

3.5.1 Illicit discharge removal

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Create a letter of notification to Illicit discharge violators.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

3.5.2 Illicit discharge complaints

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

A list of complaints and what was done to follow up with complaint

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Illicit Discharge Complaints (2014)

Description

A list of 2014 illicit discharge complaints.

File Attachment *CetaPro Warning Packet.pdf*

3.6 Neighboring Jurisdiction Notification

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

In the case of an illicit discharge that originates from the permittee?s permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.

Goals

3.6.1 Identify neighboring jurisdictions

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Establish a list of discharge points to neighboring jurisdictions and contact people for neighboring MS4's. Verify contact information annually.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	List of Discharge Points 2014

Description

List of discharge points to neighboring MS4's and contact person.

File Attachment *Connections to Neighboring MS4[1].doc*

3.7 Responsible Party List

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Goals

3.7.1 Illicit discharge reponse

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Establish contact list and chain of command.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Contact Persons (2014)

Description

Corey Gordon, Engineering Dept. 920-967-3610
Mark Radtke, Director of public works 920-967-3610
DNR hot line 1-800-943-0003

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4 Construction Site Pollutant Control

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites.

The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.
2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.
3. Procedures for receipt and consideration of information submitted by the public.

Best Management Practices

4.1 Construction Site Erosion & Sediment Control Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance. Note that Appendix A of ch. NR152, Wis. Adm. Code, contains a construction site model ordinance. At a minimum, the ordinance or other regulatory mechanism shall conform to Section 2.4.1 of the City's WPDES General Permit.

The City of Menasha adopted Ordinance O-7-08 relating to Construction Site Erosion Control on June 2, 2008. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 6 of the City of Menasha Municipal Code. This can be found on the City's website: http://www.cityofmenasha-wi.gov/.

The City of Menasha is located in Winnebago and Calumet counties, both of which also have erosion control ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals

4.1.1 Request authority to regulate erosion control at public buildings and places of employment

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Section 2.4.1.1.3 of the WPDES General Permit requires municipal permittees to request authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment.

The City had done so but needed to have an employee properly trained to perform the regulatory duties before Commerce would grant authority. That training has been completed but we need to follow through with making another request to Commerce. I expect this to be done in March, 2010.

Planned: 2009 2010

Complete: 2009 2010

Activity Date	Name	Description
None		

4.1.2 Track enforcement actions

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Maintain an accounting of all enforcement actions taken by the City, including verbal warnings, written warnings, stop work notices, citations, and corrective work done by others.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Enforcement Action (2014)

Description

A number of phone calls were made to contractors regarding erosion control concerns but no warning letters were sent.

4.1.3 Review and update ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

The city is currently awaiting renewal of our MS4 permit; we plan to review and update the ordinance if necessary upon issuance of a new permit.

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name	Description
None		

4.1.4 Annual Ordinance Review

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Annually review the City's ESC Ordinance for conformance to State requirements and City needs.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/28/2014	UNPS Storm Water Plan ordinance update

Description

As part of our UNPS Storm Water Plan Grant, McMahon Engineers will be reviewing and updating our ESC Ordinance in 2014.

4.2 Construction Site Inspections and Enforcement

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures for construction site inspection and enforcement of erosion and sediment control measures.

The City of Menasha Engineering Dept. will require erosion control inspections on all commercial and utility construction sites within the City. These inspections will be an on site inspection on a weekly basis and within 24 hours of a 1/2" or more of rain. A written report of each inspection (see construction site inspection checklist) will be kept on file at City Hall. If the contractor fails to comply or correct areas of concern within time stated on the report, a stop work order will be posted on site and also mailed to the contractor. If after a stop work order is issued and corrective conditions are still not met the City will make provisions for its crews or another contractor to enter the site and correct the conditions. Any costs incurred by this will be taken out of the contractor's financial guarantee.

Education Program / Public Outreach

Meet with contractors at pre-construction meetings and discuss the importance of the erosion control measures. Also discuss any areas of concern. Provide informational brochures/handouts for contractors at the Building Inspection Department.

Annual Reporting Items

Number of construction sites within given year.

Goals

4.2.1 Track construction site inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Track the number of inspections by category of residential, ordinance related or complaint driven. Prepare an annual summary report.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Residential Construction Sites (2014)

Description

Residential erosion control permits are issued and compliance is regulated through the Building Inspection Dept. There were 41 permits issued in 2014.

12/31/2014	Commercial Construction Sites 2014

Description

The Engineering Department issued 11 commercial construction site erosion control permits in 2014. Erosion control plans identifying BMPs to be utilized were required for permit approval. Site inspections and enforcement were conducted periodically at each site over the course of construction activities.

4.2.2 Non permit required erosion inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Non permit Required Inspections 2014

Description

There were no inspections done on non permit required sites during 2014. In addition there were no complaints on these sites.

4.3 Public Information Response Procedures

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures for receipt and consideration of information submitted by the public.

Goals

4.3.1 Maintain public complaint log

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Establish and maintain a log for receipt of erosion control complaints from the public. System should include associated follow up results and actions, if any.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Complaint Log 2014

Description

Two complaints were filed in 2014. One complaint was the Menasha Boys & Girls Club construction site and the other was the Gilbert Demolition Site. Both complaints were resolved with talking to contractors doing work.

5 Post-Construction Storm Water Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The permittee shall develop, implement and enforce a program to require control of the quality of discharges from areas of new development and redevelopment, after construction is completed.

The program shall establish measurable goals and include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment.
2. Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

Best Management Practices

5.1 Post-Construction Storm Water Management Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.

2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm.

3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.

4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.

5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.

6. Inspection and enforcement authority.

The City of Menasha adopted Ordinance O-22-08 relating to Post-Construction Storm Water Management on January 5, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 7 of the City of Menasha Municipal Code. This can be found on the City's website: http://www.cityofmenasha-wi.gov/. The City of Menasha is located in Winnebago and Calumet counties, both of which also have storm water management ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals

5.1.1 Review and update ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name
03/28/2014	UNPS storm water plan ordinance update

Description

As part of our UNPS Storm Water Plan Grant, McMahon Engineers will be reviewing and updating our Post-Construction Storm Water Management Ordinance in 2014.

5.1.2 Storm water management plan review

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Contract with a qualified consultant, if necessary, to review commercial and subdivision storm water management plans for compliance with the ordinance.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2013 2014

Activity Date	Name
03/28/2014	United Paper Plan Review (2013)

Description

Reviewed plans for a grassy swale and dry detention area as BMPs for proposed addition to United Paper Corporation. No numeric standard was necessary.

03/28/2014	Minimax II (2013)

Description

Completed storm water management plan review for expansion of Minimax Development on Bud Drive.

03/28/2014	Alpha Prime (2013)

Description

Completed storm water management plan review for proposed addition to Alpha Prime located on Valley Road.

5.2 Long-Term Maintenance Procedures

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

The City of Menasha has developed a template for a Storm Water Facilities Maintenance Agreement to ensure long term maintenance for the storm water facility in accordance with the design functions and the post-construction storm water management plan.

Upon approval of the plan, the maintenance agreement is signed by the property owner and the City of Menasha and is recorded at the appropriate county.

The management and long term maintenance of regional storm water ponds and residential subdivision ponds shall be the responsibility of the City of Menasha, accomplished via either easement or land dedication.

Goals

5.2.1 Audit private facilities for long term maintenance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Audit up to five properties annually for compliance with the approved operation and maintenance plan and recorded maintenance agreement.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Gather Private Facility Information 2014

Description

Gather all private facility agreements, storm water management reports, maintenance plans, and facility plans. Updated the facilities list.

File Attachment *Private Stormwater Facilities.xlsx*

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6 Pollution Prevention

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention.

The program shall include:

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.
2. Routine street sweeping and cleaning of catch basins with sumps where appropriate.
3. Proper disposal of street sweeping and catch basin cleaning waste.
4. If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.
5. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.
6. Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities.
7. Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.
8. Education of appropriate municipal and other personnel involved in implementing this program.
9. Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin?s source water assessment program information is available at: http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm.

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency. The City of Menasha currently has responsibility for 10 wet storm water ponds, three dry ponds, several ditches and one CDS filter unit. These facilities are inspected at least annually.

Goals

6.1.1 Menasha Marina Proprietary Device

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Conduct semi-annual inspections, maintain and clean with vactor truck. Record date and estimate amount of solids removed if possible.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Cleaning (2014)

Description

Device was cleaned twice during year.

6.1.2 Lake Park Villas Phase I, Pond 1

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 1 Inspections and Maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

2014 Pond inspection

File Attachment *2014 Lake Park Phase I Pond I Inspection.doc*

6.1.3 Lake Park Villas Phase I, Pond 2

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Pond 2 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment *2014 Lake Park Phase I Pond II Inspection.doc*

6.1.4 Lake Park Villas Phase I, Pond 3

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Pond 3 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment *2014 Lake Park Phase I Pond III Inspection.doc*

6.1.5 Lake Park Villas Phase I, Pond 4

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Pond 4 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name

12/31/2014 Pond Inspection 2014

Description

File Attachment *2014 Lake Park Phase I Pond IV Inspection.doc*

6.1.6 Lake Park Villas Phase II Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
LPV Phase II pond inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment *2014 Lake Park Phase II Pond Inspection.doc*

6.1.7 Midway Business Park Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Midway Business Park wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment *2014 Midway Bussiness Park Pond Inspection.doc*

6.1.8 Province Terrace Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Province Terrace wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	**Name**
12/31/2014	Pond Inspection 2014

Description

File Attachment *2014 Province Tr Pond Inspection.doc*

6.1.9 Lake Park Villas Phase I, Pond 5

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Pond 5 Inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	**Name**
12/31/2014	Pond Inspection 2014

Description

File Attachment *2014 Lake Park Phase I Pond V Inspection.doc*

6.1.10 Natures Way Housing Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Pond inspections and maintance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	**Name**
12/31/2014	Pond Inspection 2014

Description

File Attachment *2014 Nature's way Housing Pond Inspection.doc*

6.1.11 Nature's Way/Province Terrace Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Pond Inspection and Maintance

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment *2014 Nature's way_Province Tr. Pond Inspection.doc*

6.1.12 Catch Basin Replacement

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
During the year record number of catch basins that are replaced to include a sump rather than having a self cleaning bench. Also new catch basins will be added to storm sewer map.

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013 2014

Activity Date	Name
12/31/2014	2014 Catch Basin Replacement

Description
Throughout the year a total of 15 catch basin were replaced to have sumps added to them.

6.2 Street Sweeping / Catch Basin Cleaning

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate.

Goals

6.2.1 Street Sweeping

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

All downtown and major roads cleaned every week. Secondary roads cleaned once a month.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Street Sweeping 2014

Description

Street sweeping starts in spring with 2 consecutive weeks of 16 hours/day. Once spring sweeping has ended all Downtown and Major streets are swept on a weekly basis and all Secondary streets are swept once per moth. There was a total of 2,285 miles and 482.5 hours spent sweeping for 2014.

6.2.2 Catch Basin Cleaning

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Record the number and location of catch basins that are cleaned from year to year.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

6.3 Sweeping and Basin Waste Disposal

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

Goals

6.3.1 Sweeping and Basin Disposal

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

proper disposal sweepings and basin debris.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Sweeping and Basin Disposal (2014)

Description

All debris that was collected from street sweeping and catch basin cleaning was hauled to the land fill. A total of 184 tons of debris was hauled to Outagaime Landfill.

6.4 Deicer Application Management

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety. Also, the use of environmentally friendly deicers, such as Geomelt, ahall be evaluated as a standard operating policy for snow and ice control.

Justification

Deicer is necessary to provide appropriate level of safety as defined in the City's Snow and Ice Control Policy.

Annual Reporting Items

WisDOT requires an annual Salt Inventory report.

Goals

6.4.1 Maximize Use of Geomelt

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

The use of Geomelt as a deicer allows us to reduce the amount of road salt being applied to our streets, thus reducing the amount of chlorides entering our waterways.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Maximize use of Geomelt (2014)

Description

During 2014 120 gallons of Geo-melt were used.

6.4.2 Salt Storage Facility Inspection

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Conduct the annual salt storage facility inspection by WisDOT.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
02/06/2014	Salt Facility Inspection (2014)

Description

he inspection of the Salt Facility was done by the WDOT.

File Attachment *2014 Salt Facility Inspection.pdf*

6.4.3 Fleet Maintenance

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Maintain fleet and equipment for proper application of road salt and salt brine. Perform calibration of equipment prior to winter season.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Equipment Calibration (2014)

Description

All salting equipment was calibrated and maintained throughout 2014.

6.4.4 Yearly Salt Usage

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Report of the yearly salt used during snow plowing operations.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Salt Usage (2014)

Description

During the winter months of 2014 there was 1,306 tons of salt used during snow removal operations.

6.5 Leaf and Grass Clipping Management

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.

Annual Reporting Items

2012- processed approximately 17,000 cubic yards of yard waste. filled seven bio -bags. attempt is to meet STA standards for sale purposes.

Goals

6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

The City of Menasha will collect and proces yard waste to produce sifted compost product that will be made available to residents. The city will utilize a bio-bag collection system. Property owners will be required to mulch or compost grass clippings on site.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Yard waste Collection (2014)

Description

There was a total of 47 hours spent grinding yard waste. During 2014 there was 6 Bio Bags filled and extra ground yard waste was hauled to the Outagamie County land fill.

6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Description

Turf grass will be mulched during the growing season. Leaves will also mulched several times in the fall.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Mulching (2014)

Description

Turf and grass were mulched on site.

6.6 Municipal Facility SWPPPs

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. We have reviewed SWPPPs from other communities but have not yet prepared our own SWPPP. While we intended to complete our SWPPP in 2014 we did not accomplish that goal due to time constraints. Therefore, in 2015, we will contract to have our SWPPP prepared and upon completion, we will contract for training of involved employees.

Goals

6.6.1 Prepare SWPPP

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Complete and annually review/revise written SWPPP.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete:

Activity Date	Name	Description
None		

6.6.2 Compost Site Storm Water Inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Semi-Annual non-storm event and quarterly storm event run off inspection will be conducted throughout the year.

Planned: 2014 2015 2016 2017 2018

Complete: 2014

Activity Date	Name
12/31/2014	2014 Compost Site Inspections

Description

Compost site inspections done during 2014.

File Attachment *2014 Quarterly Storm Event Inspections.pdf*

File Attachment *2014 Semi-Annual Non Storm Even Inspections.pdf*

6.7 Nutrient Application Management

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Required Yes

Description

Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.

Goals

6.7.1 Nutrient Application Management

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Description

At this time the City of Menasha does not apply lawn or garden fertilizer to any area larger than 2 acres. The Parks Department has a Turf Management Plan which is reviewed annually. It was recently updated.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Nutrient Application Management 2014

Description

File Attachment *Turf Manage Plan 2014.docx*

6.8 Staff Training and Education

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Education of appropriate municipal and other personnel involved in implementing this program. Although basic training of employees has been done, comprehensive formal training for City employees has not yet occurred. It is expected this will occur in 2014.

Goals

6.8.1 Provide staff training on pollution prevention

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Education of appropriate municipal and other personnel involved in implementing this program. Staff has been made aware of intentions to complete formal written SWPPP, including formal training. During the interim, staff has been informed of objective to meet standards for storm water management principles as they pertain to municipal operations and facilities.

Planned: 2010 2011 2012 2013 2014

Complete: 2011 2014

Activity Date	Name	Description
None		

6.9 Source Water Protection Measures

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin?s source water assessment program information is available at:

http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm.

Goals

6.9.1 Execute pollution prevention operations per Storm Water Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The City performs various tasks to reduce the amount of pollutants entering source waters, including street sweeping, catch basin cleaning, use of ersoion control measures, etc.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013

Complete: 2006 2007 2008 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

7 Storm Water Quality Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The permittee shall develop and implement a municipal storm water management program. This program shall achieve compliance with the developed urban area performance standards of s. NR 151.13(2), Wis. Adm. Code, for those areas of the municipality that were not subject to the postconstruction performance standards of s. NR 151.12 or 151.24.

The program shall include:

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Best Management Practices

7.1 20% TSS Reduction Practices

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.

Note: Pursuant to s. NR 151.13(2), Wis. Adm. Code, the total suspended solids reduction requirement increases to 40% by March 10, 2013. The 20% and 40% total suspended solids reduction requirements are applied to runoff from areas of urban land use and are not applicable to agricultural or rural land uses and associated roads. Additional MS4 modeling guidance for
modeling the total suspended solids control is given on the Department's Internet site at:

http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm.

Goals

7.1.1 Adopt and implement Storm Water Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Adopt and implement a city-wide storm water management plan to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/28/2014	UNPS Planning Grant

Description

Our grant will provide for the preparation and implementation of a new storm water management plan addressing the needs of the Lower Fox River TMDL.

7.1.2 Complete TMDL Storm Waer Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Urban Nonpoint Source and Storm Water Management Program Planning Grant No. USP-LF06-70251-13 provides funds for updating the City's Storm Water Quality Management Plan based on the Lower Fox River Basin TMDL. Included are ordinance updates, mapping updates, revenue source identification, public education sources, and necessary BMP project options, among other components. Ensure progress is occurring to maintain proposed project schedule.

Planned: 2014 2015

Complete: 2014

Activity Date	Name	Description
None		

7.2 Evaluation of Existing Facility for Retrofit

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.

Goals

7.2.1 Inspect and evaluate existing facilities for retrofit.

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Inspect and evaluate all municipal owned or operated strucutral flood control facilities to determine the feasibility of retrofitting to increase TSS removal.

Planned: 2009 2011

Complete: 2009 2011

Activity Date	Name	Description
None		

7.3 Pollutant Loading Anaylsis Model (SLAMM/ P8)

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee?s jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Goals

7.3.1 Conduct Pollutant Load Analysis

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Complete a pollutant-loading analysis to assess compliance with the 20% and 40% TSS reduction developed urban area performance standrard.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

8 Storm Sewer System Map

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The permittee shall develop and maintain a MS4 map.

Best Management Practices

8.1 Storm Sewer System Map Requirements

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.

2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.

3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.

4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee?s area may be obtained from the Department.

5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.

6. Identification of publicly owned parks, recreational areas and other open lands.

7. Location of municipal garages, storage areas and other public works facilities.

8. Identification of streets.

Goals

8.1.1 Storm Sewer Map
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Create a map of the city showing all storm sewer system. Map to be updated on an annuall basis.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Updated Storm Sewer Map 2014

Description

The updated storm sewer map was updated to include all City owned dry ponds, private storm water BMP's and all drainage easements.

9 Annual Report and Storm Water Management Program Funding

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The permittee shall submit an annual report to the Department in accordance with section 3.10 of the Permit. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.

Best Management Practices

9.1 Annual Reporting Requirements

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

The annual report shall include:

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.

2. A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.

2. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.

4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee?s MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.

5. A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee?s governing body or delegated representatives have reviewed or been apprised of the content of the annual report. A signed copy of the annual report and other required reports shall be submitted to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program ?WT/2, PO Box 7921, Madison, WI 53707-7921.

Goals

9.1.1 Utilize PermiTrack Software for Annual Reporting

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Train staff on and utilize PermiTrack software to plan, record, and document all activities relating to the city's MS4 Permit.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Document MS4 Permit Activities in PrmiTrack (2014)

Description

Staff utilized PermiTrak to document activities pertaining to MS4 goals for 2014 throughout the year.

9.1.2 Prepare Annual Report

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Review annual documentation and ensure all activities are entered into PermiTrack software. Prepare annual report document for Common Council and public review. Submit annual report by March 31.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2013 Annual Report (2014)

Description

In 2014 the Annual MS4 Report for 2013 was prepared and finished.

9.2 Annual Funding Information

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

The permittee will generate revenue to fund the activities and requirements of the storm water management program.

Goals

9.2.1 Adopt budget

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Prepare annual budget for adoption by Common Council and review adequacy of storm water fees.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
11/17/2014	Budget adoption

Description

Budget was prepared by staff and adopted by Common Council.

11/17/2014	Fee Review

Description

Review adequacy of storm water fees.

9.3 Annual Program Costs

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Costs for implementing the program shall be summarized and attached to the annual permit.

Goals

9.3.1 Complete fiscal analysis table for annual report

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Prepare the budget breakdown on the form provided as part of the annual DNR storm water report.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 Fiscal Analysis

Description

File Attachment *2015 Stormwater fiscal analysis report-3-31-15.pdf*